IPAC Enrollment and Account Modification

IPAC Enrollment and Account Modification

New User Registration

The term "new user" refers to an individual who does not currently have an identity (Single Sign On user ID and password, or SSO account) established to access Treasury applications via the UPS or ITIM provisioning services. If you already have an SSO account with which you access other Treasury applications via UPS or ITIM, proceed to the User Enrollment or Agency Administrator Enrollment section of this guide.

To create an identity (Single Sign On user ID and password), access the FMS Self-Enrollment page at https://reg.fms.treas.gov/selfenroll/register. When the page opens, enter information in all required fields (denoted with an asterisk), retype the validation text in the corresponding field, and then click **Submit**.
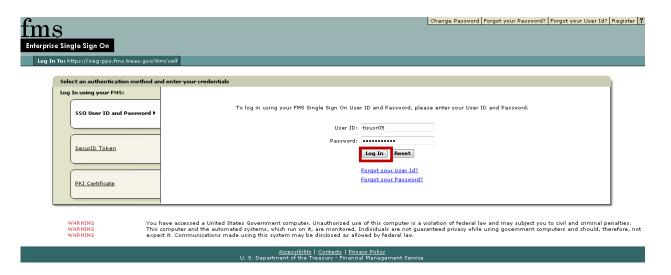
Note: Access to the IPAC Application requires a government email (no .com emails will be accepted). Email addresses will be reviewed on an ongoing basis.
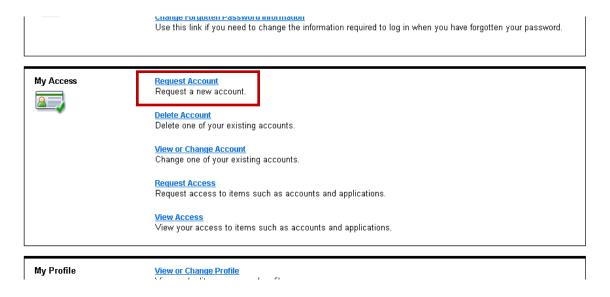
FMS Self Enrollment

Fields with (*) are required

Field	
Legal Prefix	
Legal First Name *	
Legal Middle Name	
Legal Last Name *	
Generational Identifiers / Suffix	-- Select --
Title	
Email *	
Re-Enter Email *	
Sponsoring Application *	-- Select --
Organization *	[Search]
External Supervisors	[Search]
Mobile Phone	
Office Phone *	
Office Extension	
Pager Number	
Office Fax	
Office Room Number	
Office Street Address *	
Office Street Address 2	
Office City *	
Office State *	-- Select --
Office Zip *	
Office Country *	UNITED STATES

Please type the text from the image below.

facwing

[Submit]

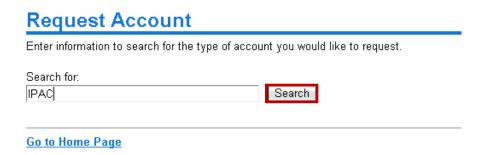# IPAC Enrollment and Account Modification

User Enrollment

1. Access the **ITIM Self-Service website** at https://reg.fms.treas.gov/itim/self. Enter your user ID and password, and then click **Log In**.

2. The **Self-Service** home page will load. To enroll, click the **Request Account** link in the **My Access** section.

IPAC Enrollment and Account Modification

3. When the **Request Account** page loads, enter "IPAC" in the **Search for:** field, and then click **Search**.

Request Account

Enter information to search for the type of account you would like to request.

Search for:
[IPAC]   [Search]

Go to Home Page
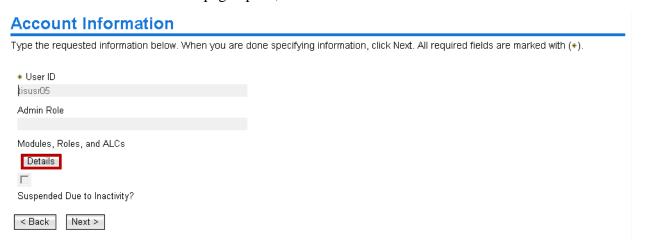
4. When the **Search Results** appear, click **IPAC**.

Search Results

Click the account type that you would like to request.

Account Type △	Description
IPAC	

5. When the **Account Information** page opens, click **Details**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (✳).

✳ User ID
[isusr05]

Admin Role
[   ]

Modules, Roles, and ALCs
[Details]
☐
Suspended Due to Inactivity?

[< Back] [Next >]

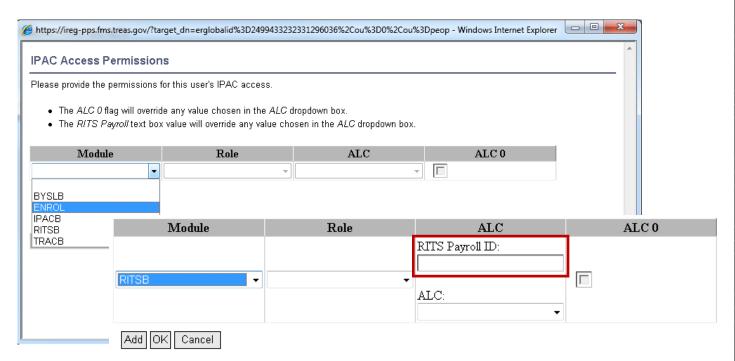# IPAC Enrollment and Account Modification

6. When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus in order from left to right to select the appropriate options in the **Module, Role,** and **ALC** fields.

   *NOTE: The **ALC 0** checkbox will be unavailable.*
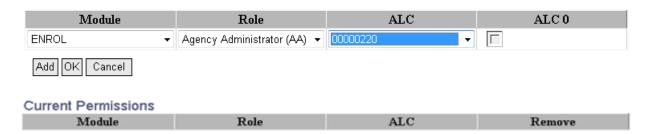
IPAC Enrollment and Account Modification

7. If selecting the **RITSB** module option, enter the RITS Payroll ID in the appropriate field of the ALC column (if the **RITS Payroll ID** field is populated, the **ALC** field below it should not be populated).

8. After all three fields are populated with your selections, click **Add**. This will add the Module/Role/ALC combination to the *Current Permissions* section.

   *NOTE: Only one ALC may be selected per row. To add additional modules/roles for the same or other ALCs, move through steps 6-8 as many times as needed. Upon entering each module/role/ALC combination, verify that it appears in its own row under **Current Permissions**. To add additional access at a later time, it will be necessary to follow the instructions in the Account Modification section of this guide.*

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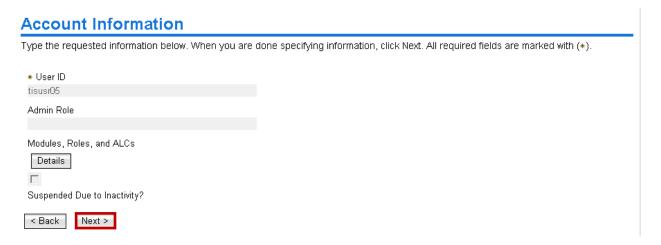9. When all needed module/role/ALC combinations appear in the **Current Permissions** section, click **OK**.

Module	Role	ALC	ALC 0
			☐

Add OK Cancel

Current Permissions

Module	Role	ALC	Remove
ENROL	Administrator	00000220	Remove

10. When the **Account Information** page reopens, click **Next**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (✳).

✳ User ID
tisusr05

Admin Role

Modules, Roles, and ALCs
Details
☐
Suspended Due to Inactivity?

< Back   Next >

11. When the **Request Account: IPAC** page appears, click **Request Account**.

Request Account: IPAC

Click Request Account to submit a request for a new account on IPAC

User ID: tisusr05
Account type: IPAC

< Back   Request Account   Cancel

12. When the **Request Submitted: Request Account** page appears, click **View My Requests** to view the status of the request.

Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 7632956883220539153
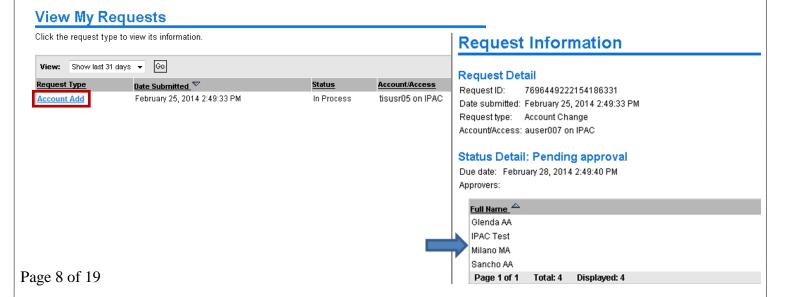Date submitted: February 25, 2014 10:43:11 AM
Request type: Account Add
Account/Access: tisusr05 on IPAC

Related Tasks

- ◆ To check on the status of your request, refer to the View My Requests page.
- ◆ To create another request, click on **Request Account**.
- ◆ To perform other tasks go to the **Tivoli Identity Manager Home** page.

13. When the **View My Requests** page opens, the status of the request will be visible. To view request details, click **Account Add** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request. When the request has been completed (approved or rejected), the status will change accordingly.
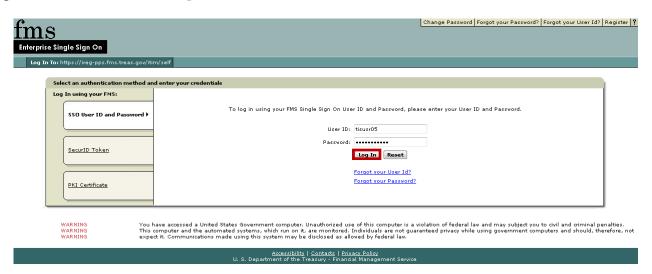
IMPORTANT NOTE: Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. Each ALC has at least one Agency Administrator (AA) and one Master Administrator (MA) who approve access requests. If multiple module/role/ALC combinations are submitted, a separate access request will be sent to the appropriate AA/MA for the ALC from each combination, even if the AA(s)/MA(s) are the same for all ALCs to which access was requested.

Because access to a variety of module/role/ALC combinations may be requested within a single submission, it is possible that one of the combinations may have been rejected by the AA and/or MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If you are unable to access IPAC with any module/role/ALC combination(s) you requested, you will need to resubmit an access request for the missing module/role/ALC combination(s) as described in the Account Modification section of this guide.

View My Requests

Click the request type to view its information.

View: Show last 31 days ▼ Go

Request Type	Date Submitted ▽	Status	Account/Access
Account Add	February 25, 2014 2:49:33 PM	In Process	tisusr05 on IPAC

Request Information

Request Detail

Request ID: 7696449222154186331
Date submitted: February 25, 2014 2:49:33 PM
Request type: Account Change
Account/Access: auser007 on IPAC

Status Detail: Pending approval

Due date: February 28, 2014 2:49:40 PM
Approvers:

Full Name ▵
Glenda AA
IPAC Test
Milano MA
Sancho AA

Page 1 of 1   Total: 4   Displayed: 4
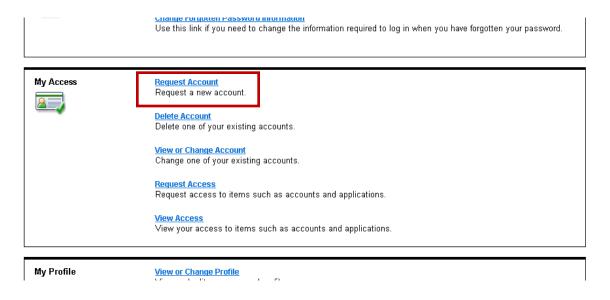
IPAC Enrollment and Account Modification
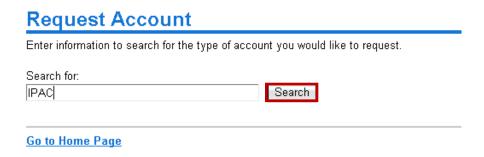
Agency Administrator (AA) Enrollment

1. Access the **ITIM Self-Service website** at https://reg.fms.treas.gov/itim/self. Enter your user ID and password, and then click **Log In**.

2. The **Self-Service** home page will load. To enroll, click the **Request Account** link in the **My Access** section.

IPAC Enrollment and Account Modification

3. When the **Request Account** page loads, enter "IPAC" in the **Search for:** field, and then click **Search**.

Request Account

Enter information to search for the type of account you would like to request.

Search for:

[IPAC] [Search]

Go to Home Page
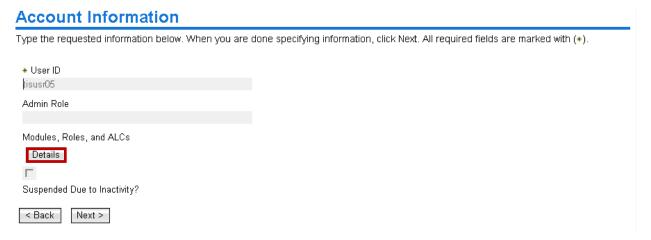
4. When the **Search Results** appear, click **IPAC**.

Search Results
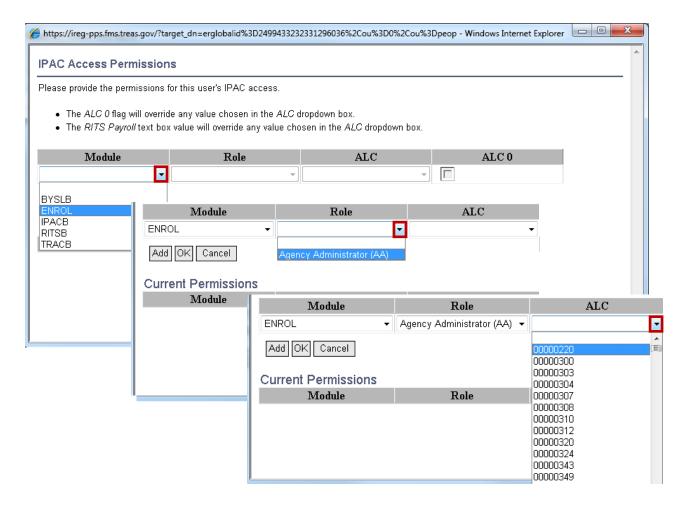
Click the account type that you would like to request.

Account Type △	Description
IPAC	

5. When the **Account Information** page opens, click **Details**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (*).

* User ID

[iisusr05]

Admin Role

[ ]

Modules, Roles, and ALCs

[Details]

☐

Suspended Due to Inactivity?

[< Back] [Next >]

IPAC Enrollment and Account Modification

6. When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus in order from left to right to select the Agency Administrator options: for **Module,** "ENROL"; for **Role:** "Agency Administrator"; and the necessary **ALC**.
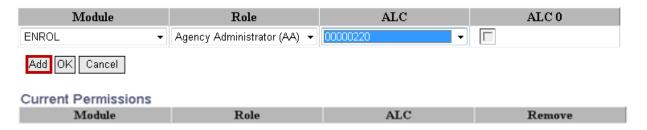
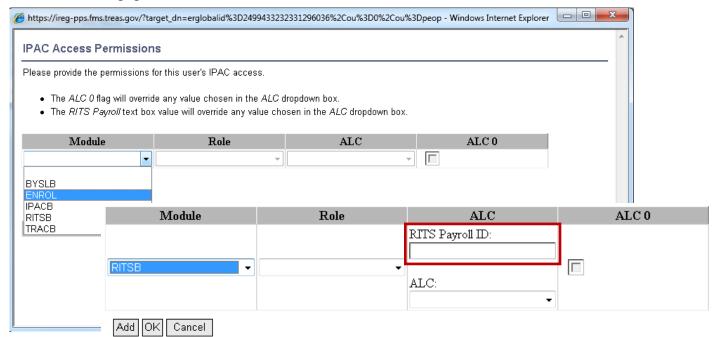   *NOTE: The ALC 0 checkbox will be unavailable.*

7. After all three fields are populated with your selections, click **Add**. This will add the module/role/ALC combination into the *Current Permissions* section.

   *NOTE: Only one ALC may be selected per row. To enroll as an AA for multiple ALCs, move through steps 6 and 7 as many times as needed, selecting a different ALC each time. Upon entering each ALC access request, verify that it appears in its own row under **Current Permissions**. To add AA access for additional ALCs at a later time, it will be necessary to follow the instructions in the Account Modification section of this guide.*

   If you need other IPAC roles outside of the AA designation, you can also select them from this screen by following the steps above.
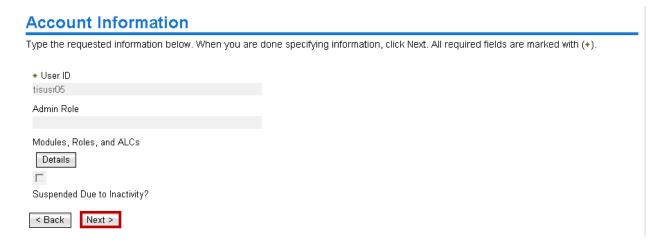

8. If you need other IPAC roles outside of the Agency Administrator designation, select them from this screen following the steps above. If selecting the **RITSB** module option, enter the RITS Payroll ID in the appropriate field of the ALC column (if the **RITS Payroll ID** field is populated, the **ALC** field below it should not be populated).

9. When all needed module/role/ALC combinations appear in the **Current Permissions** section, click **OK**.

Module	Role	ALC	ALC 0
▼	▼	▼	☐

Add | OK | Cancel

Current Permissions

Module	Role	ALC	Remove
ENROL	Administrator	00000220	Remove

10. When the **Account Information** page reopens, click **Next**.

Account Information

Type the requested information below. When you are done specifying information, click Next. All required fields are marked with (✱).

✱ User ID
tisusr05

Admin Role

Modules, Roles, and ALCs
Details
☐
Suspended Due to Inactivity?

< Back | Next >

11. When the **Request Account: IPAC** page appears, click **Request Account**.

Request Account: IPAC

Click Request Account to submit a request for a new account on IPAC

User ID: tisusr05
Account type: IPAC

< Back | Request Account | Cancel

12. When the **Request Submitted: Request Account** page appears, click **View My Requests** to view the status of the request.

Request Submitted: Request Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 7632956883220539153
Date submitted: February 25, 2014 10:43:11 AM
Request type: Account Add
Account/Access: tisusr05 on IPAC

Related Tasks

♦ To check on the status of your request, refer to the **View My Requests** page.
♦ To create another request, click on **Request Account**.
♦ To perform other tasks go to the **Tivoli Identity Manager Home** page.

13. When the **View My Requests** page opens, the status of the request will be visible. To view request details, click **Account Add** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request. When the request has been completed (approved or rejected), the status will change accordingly.

   IMPORTANT NOTE: Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. For Agency Administrator (AA) access, each request will be sent to the Master Administrator (MA) for that ALC. If access requests for multiple ALCs are submitted, a separate access request will be sent to the appropriate MA for each ALC, even if the MA is the same for all ALCs to which access was requested.

   Because access to multiple ALCs may be requested within a single submission, it is possible that a specific ALC access request within the submission may have been rejected by the MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If you do not receive approval requests for any ALC to which you requested access, verify whether you have the AA role for that ALC. If not, you will need to resubmit a request for AA access to that ALC as described in the Account Modification section of this guide.

View My Requests

Click the request type to view its information.

Request Type	Date Submitted ▽	Status	Account/Access
Account Add	February 25, 2014 2:49:33 PM	In Process	tisusr05 on IPAC

View: Show last 31 days ▼ Go

Request Information

Request Detail

Request ID: 7696449222154186331
Date submitted: February 25, 2014 2:49:33 PM
Request type: Account Add
Account/Access: tisusr05 on IPAC

Status Detail: Pending approval

Due date: February 28, 2014 2:49:40 PM
Approvers:

Full Name △
Milano MA

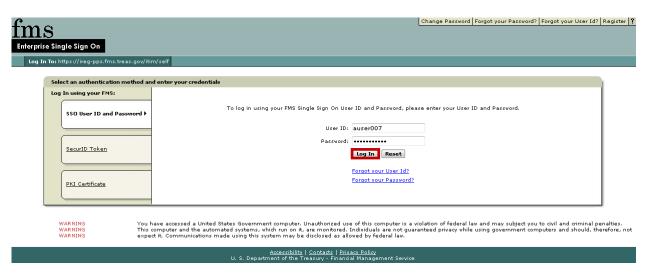Page 1 of 1   Total: 1   Displayed: 1

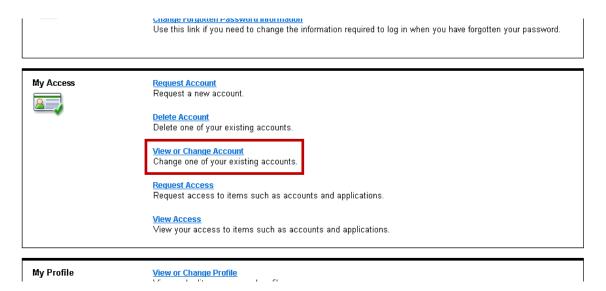# IPAC Enrollment and Account Modification

MA Enrollment

To enroll as an IPAC Master Administrator, complete and submit the Master Administrator Enrollment form to the Treasury Support Center (TSC). For assistance or questions, please contact the TSC at 877-440-9476 or ipac@stls.frb.org.

Account Modification

1. Access the ITIM Self-Service website at https://reg.fms.treas.gov/itim/self. Enter your user ID and password, and then click **Log In**.

2. The Self-Service home page will load. To modify your account, click the **View or Change Account** link in the **My Access** section.
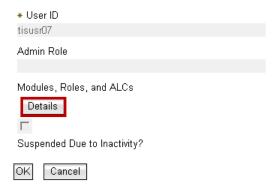
3. When the **View or Change Account** page opens, select the **IPAC** account type.

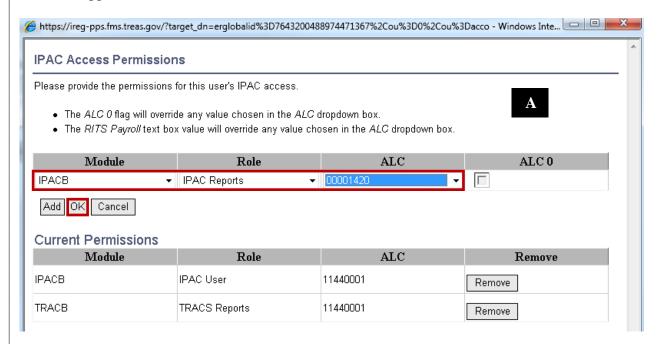4. When the **Account Information** page opens, click **Details**.

IPAC Enrollment and Account Modification

5. ***To add additional access:*** When the **IPAC Access Permissions** page opens, navigate through each of the three dropdown menus to select the appropriate options in the **Module, Role,** and **ALC** fields, and then click **OK** (see A).

   To remove existing access: When the **IPAC Access Permissions** page opens, click the **Remove** button that corresponds with the ALC access you wish to remove from the account. After the row showing that ALC disappears from the **Current Permissions** list, click **OK** (see B).

https://ireg-pps.fms.treas.gov/?target_dn=erglobalid%3D7643200488974471367%2Cou%3D0%2Cou%3Dacco - Windows Inte...

IPAC Access Permissions

Please provide the permissions for this user's IPAC access.

- The *ALC 0* flag will override any value chosen in the *ALC* dropdown box.
- The *RITS Payroll* text box value will override any value chosen in the *ALC* dropdown box.

A

Module	Role	ALC	ALC 0
IPACB	IPAC Reports	00001420	☐

Add OK Cancel

Current Permissions

Module	Role	ALC	Remove
IPACB	IPAC User	11440001	Remove
TRACB	TRACS Reports	11440001	Remove

B

Module	Role	ALC	ALC 0
IPACB	IPAC Reports	00001420	☐

Add OK Cancel

Current Permissions

Module	Role	ALC	Remove
IPACB	IPAC User	11440001	Remove
TRACB	TRACS Reports	11440001	Remove

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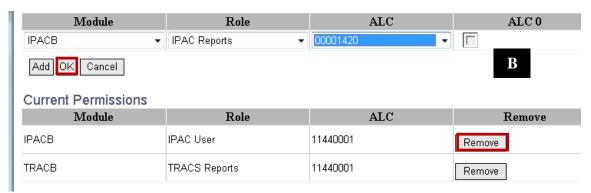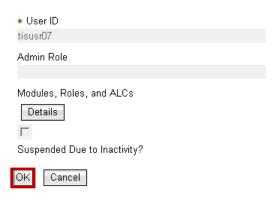6. When the **Account Information** page reopens, click **OK**.

Account Information

Change the account information below. When you are done changing information, click OK. All required fields are marked with (✱).

✱ User ID

tisusr07

Admin Role

Modules, Roles, and ALCs

[Details]

☐

Suspended Due to Inactivity?

[OK] [Cancel]

7. When the **Request Submitted: Change Account** page appears, click **View My Requests** to view the Status of the request.

Request Submitted: Change Account

You have submitted a request. Below is the information available to you at this time.

Request Detail

Request ID: 8705474836176285629
Date submitted: February 28, 2014 8:05:05 AM
Request type: Account Change
Access/Account: tisusr07 on IPAC

Information Updated

No changes were made.

Related Tasks

*   To check on the status of your request, refer to the **View My Requests** page.
*   To change another account, click **View or Change Account**.
*   To perform other tasks go to the **Tivoli Identity Manager Home** page.

8. When the **View My Requests** page opens, click **Account Change** to access the **Request Information** page, including the list of approvers who are authorized to take action on the request.

IMPORTANT NOTE: Access requests are reviewed and approved/rejected on a case-by-case basis according to the ALC selected. Each ALC has at least one Agency Administrator (AA) and one Master Administrator (MA) who approve access requests. If multiple module/role/ALC combinations are submitted, a separate access request will be sent to the appropriate AA/MA for the ALC from each combination, even if the AA(s)/MA(s) are the same for all ALCs to which access was requested.

Because access to a variety of module/role/ALC combinations may be requested within a single submission, it is possible that one of the combinations may have been rejected by the AA and/or MA for that ALC, even if the submission appears on the **View My Requests** page with a status of "Success." If you are unable to access IPAC with any module/role/ALC combination(s) you requested, you will need to resubmit an access request for the missing module/role/ALC combination(s) by recompleting steps 1-6 above.

View My Requests

Click the request type to view its information.

View: Show last 31 days ▼ Go

Request Type	Date Submitted ▽	Status	Account/Access
Account Change	February 28, 2014 8:05:05 AM	In Process	tisusr07 on IPAC

Request Information

Request Detail
Request ID: 8705474836176285629
Date submitted: February 28, 2014 8:05:05 AM
Request type: Account Change
Account/Access: tisusr07 on IPAC

Status Detail: Pending approval
Due date: March 3, 2014 8:05:07 AM
Approvers:

Full Name △
Demo Sup
IPAC Test
Milano MA
Page 1 of 1   Total: 3   Displayed: 3